



DEPARTMENT OF THE NAVY
COMMANDER AMPHIBIOUS GROUP THREE
NAVAL STATION BOX 368201
3985 CUMMINGS ROAD, SUITE 4
SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 4600.2B

N4

10 JAN 1997

COMPHIBGRU THREE INSTRUCTION 4600.2B

Subj: REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLE (POV) ON
OFFICIAL BUSINESS

Ref: (a) Joint Federal Travel Regulations, Part F U3505

Encl: (1) POV Authorization Request
(2) STD FORM 1164

1. Purpose. To establish procedures governing the authorization and reimbursement for use of POV for official business.

2. Background. When it is determined to be advantageous to the Government, designated personnel may be authorized for (A previously approved reimbursement for transportation expenses necessarily incurred by members conducting official business in the San Diego/Camp Pendleton areas.

3. General

a. Reimbursement for transportation expenses may be authorized for previously approved travel between: (A

(1) Office or duty point and another place of business;

(2) Residence and place of business other than office or duty point.

b. When authorized or approved, a member who travels by POV is entitled to reimbursement per reference (a), for the use of a POV based on odometer reading or other evidence furnished by the member of the actual necessary distance traveled in conducting official business. In addition to the mileage allowance, members may be reimbursed for the actual cost of parking fees, bridge tolls in connection with use of a POV.

c. Local Area. The local area in which transportation expenses may be authorized or approval will be:

- (1) Within the limits of Naval Station San Diego and the metropolitan area around Naval Station San Diego.

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(2) Separate cities, towns, or installations adjacent to or close to the greater San Diego area, within which the commuting public travels during normal business hours on a daily basis.

d. When a POV is used for traveling between a member's residence or the PDS and one or more alternate work sites within the local area, the member will be paid mileage for the distance that exceeds the member's commuting distance.


4. Policy. In accordance with reference (a) and due to constraints on OPTAR funds, staff members requiring automobile transportation for official business must:

a. First employ government vehicle.

b. If a government vehicle is not available you must submit a "POV Authorization Request", enclosure (1), via chain of command prior to commencement of travel. A copy of the approved request must be in your possession prior to commencing travel.

c. Upon completion of approved travel, submit a "claim for reimbursement for expenditures on official business", enclosure (2), to admin within ten working days.

3. Responsibilities. Code N41 (Supply Officer) has final approval authority on POV Authorization Requests. These requests must be coordinated in advance of travel.


R. E. ANNIS
Chief of Staff

Distribution:
COMPHIBGRUTHREEINST 5216.1V
List 6

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POV AUTHORIZATION REQUEST

Date: _____

From: _____

To: Supply Officer (N41)

Via: _____ (ACOS)

☐

Approved

☐

Disapproved

☐

Approved

☐

Disapproved

Subj: REQUEST REIMBURSEMENT OF MILEAGE ON PRIVATELY OWNED
VEHICLE (POV)

1. Reason for POV travel: _____

2. Destination(s)/Estimated Mileage: _____

Members signature

Encl (1)